

## COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Name of Administrative Staff: MA. TERESA A. CRUZ

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
7. Numerical Rating per IPCR	4.92	4.92 x 70%	3.44
8. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	4.83 x 30%	1.45
<b>TOTAL NUMERICAL RATING</b>			<b>4.89</b>

TOTAL NUMERICAL RATING: 4.89  
 Add: Additional Approved Points, if any: 0.00  
 TOTAL NUMERICAL RATING: 4.89

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

  
 SANDRA C. TIU  
 Administrative Assistant III

Reviewed by:

  
 ERLINDA S. ESGUERRA  
 Head, Accounting Office

Recommending Approval:

  
 REMBERTO A. PATINDOL  
 Chairman, PMT

Approved:

  
**EDGARDO E. TULIN**  
 President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **MARIA TERESA A. CRUZ**, of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to February 28, 2017.


  
**MARIA TERESA A. CRUZ**  
Ratee

Approved:   
**ERLINDA S. ESGUERRA**  
Head of Unit

MFO & PAPs	Success Indicators	Tasks Assigned	2017 Target	Percentage of Accomplishment As of February 28, 2017	Details of Accomplishment	Rating				Remarks
						Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
Certified Financial Documents	Number of Fund101 obligations/vouchers encoded to BAOM within mandated time	Encodes and analyzes individual transactions	900	112%	encoded 1012 documents	5.00	5.00	4.00	4.67	
	Number of Fund101 summary journals prepared within mandated time	Prepares summary journals for fund 101	32	115%	prepared 37 journals	5.00	5.00	5.00	5.00	
	Number of Fund101 COA summary journals prepared within mandated time	Prepares COA summary journals for fund 101	8	125%	prepared 10 journals	5.00	5.00	5.00	5.00	
	Number of Fund 101 Liquidations summarized within the mandated time	Prepares Liquidation summary report for Fund 101	30	116%	prepared 35 report	5.00	5.00	5.00	5.00	
	Number of Journal entries prepared within the mandated time	Prepares Journal entries for Fund 101	280	103%	prepared 290 journal entries	5.00	5.00	5.00	5.00	
	Number of Trial Balance prepared within the mandated time	Prepares Fund 101 Trial Balance	4	100%	prepared 4 trial balance	5.00	5.00	5.00	5.00	
	Number of entries posted to General Ledger Book of Accounts for VSU Main and CSIs	Post summary of transactions per journals to the General Ledger Book of Accounts for VSU Main and branch camouses	500	106%	posted 534 transactions	5.00	5.00	5.00	5.00	
	Number of vouchers and other documents signed as OIC	Acts as OIC in the absence of office head	90	118%	signed 107 vouchers	5.00	5.00	4.00	4.67	
Total Over-all Rating					0	40.00	40.00	38.00	39.33	

Average Rating (Total Over-all rating divided by # of entries)					4.92
Additional Points:					
Punctuality					
Approved Additional points (with copy of approval)					
FINAL RATING					4.92
ADJECTIVAL RATING					Very Satisfactory

Comments & Recommendations for Development Purpose:

Received by:   
**R. L. GUINOLA**  
PMT Chair

Calibrated by:   
**REMBERTO A. PATINDOL**  
PMT Chair

Recommending Approval:   
**REMBERTO A. PATINDOL**  
VP for Admin.

Approved:   
**EDGARDO E. TULIN**  
President

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

- 1 - quality  
2 - efficiency  
3 - timeliness  
4 - average



## Annex O

### Instrument for Performance Effectiveness of Administrative Staff

Rating Period: Jan.1-February 28, 2017

Name of Staff: Ma. Teresa A. Cruz Position: Accountant II

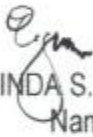
**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12	Willing to be trained and developed	5	4	3	2	1
Total Score						
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1

2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score	58				
Average Score	4.83				

Overall recommendation : \_\_\_\_\_

  
ERLINDA S. ESGUERRA  
Name of Head